**Driver (Seasonal Summer 2024)**

**POSITION SUMMARY:**The Agassiz Village (AV) Driver creates opportunities for work/life balance for Agassiz Village summer staff members. They will be responsible for picking up staff from the bus or airport, driving staff off camp in the evenings and taking staff on excursions on their days off. The Driver will be responsible for planning the daily scheduling, advertising opportunities to staff members and encouraging staff to sign up in advance for opportunities. The Driver will encourage staff to take their breaks away from camp to rejuvenate and come back ready to work. The driver will arrange logistics, outdoor and evening activities, and sightseeing excursions. The driver may also be responsible for picking up and dropping off campers when needed. The Driver should have a customer-service-oriented disposition, fun and outgoing attitude, and enjoy interacting with people from all over the country and the world. Experience is a plus, but not required. Safe driving skills are a must. This position is for a reliable, safety-driven, organized individual with a desire for fun and adventure!

**Minimum Qualifications:**

* Must be at least 21 years of age
* Must possess a valid driver’s license and have a clean driving record
* Great communication skills
* High energy and excellent people skills
* Must be a safe, courteous driver
* Ability to obtain First Aid/CPR certificate

**Responsibilities and Duties**

* The driver is responsible for planning off camp excursions for staff members to participate in on their days off or in the evenings. You are creative, good at planning and scheduling and are reliable and a self-starter.
* The driver is punctual and ensure trips are planned, scheduled and operate on time. Typical trips will be shopping in Portland or Freeport, hiking, beach activities, etc. In the evenings trips may include stops at Walmart and local restaurants.
* Pick up staff from the bus or the airport at arrival to camp and departure from camp.
* On occasion drive campers home or to the local doctor.
* Run errands for camp while you are out.
* Transport staff to scheduled appointments and activities on time.
* Ensure that the vehicle is clean and tidy at all times.
* Conduct daily safety checks on vehicle and always make sure there is enough gas and all fluids are at optimal levels.
* Report any staff behavior-related concerns to camp leadership
* Generally, work 8 - 10 hours a day, six days per week
* Assist in main camp office or other areas of camp when not needed to drive.
* Be responsible for the welfare of each individual in the village and do all that is possible to solve problems/conflicts.
* Lead by example, encouraging participation and enthusiasm among staff and campers.
* Provide ongoing guidance, feedback, and support to staff to ensure a positive camp experience for campers.
* Participate in staff and other meetings, such as in-service training and staff development and orientation activities.
* Foster a welcoming and inclusive atmosphere for all Villagers.
* Help to ensure that the camp facility is well-cared for and kept clean.
* Perform all other duties as assigned.
* Model positive and appropriate behavior to staff and campers, including:
  + a friendly, upbeat, and encouraging attitude
  + a welcoming and inclusive manner towards others
  + sportsmanship during competition
  + helping campers negotiate peaceful and beneficial resolutions to conflict

**Contract Dates:** June 14, 2023 – August 9, 2023. This position is required to live on site at 71 Agassiz Village Ln. Poland, ME 04274

**Salary:** $3,000 for the full length of the contract. Included with your salary:

* Accommodation is provided for the full contract.
* Food is provided for the full contract.

**Designated Supervisor:** Operations Manager

**About Agassiz Village:**

Agassiz Village is a nonprofit youth development organization whose mission is to “prepare youth for life’s journey.” Through our exceptional summer camp experience and year-long programming, youth develop and practice critical leadership and life-shaping skills that positively impact their futures. For 86 years, children from under-resourced communities in New England have come to our 330-acre lakefront overnight camp in Poland, Maine to experience unique learning opportunities, be challenged to discover interests, uncover new skills, make lifetime friendships, and connect with inspiring mentors. In addition, teens in our year-round program are supported to graduate high-school and prepare to be career/college ready.

**Our Staff Culture:** We work hard to establish a collaborative and positive community where we treat one another with kindness, understanding, and give one another the benefit of the doubt. We celebrate new ideas, encourage making mistakes and trying again, and emphasize effort rather than perfection. At Agassiz Village, performing well at your job means also contributing positively to our team and environment. We teach our campers how to be compassionate, how to build connections, help them to build their confidence, and help them to bounce back when things don’t go their way. That means that we need to be strong role models of these qualities as well. Most of all, we emphasize constant growth and improvement and are always striving to find a better way to do what we do.